

UNITED STATES DEPARTMENT OF AGRICULTURE

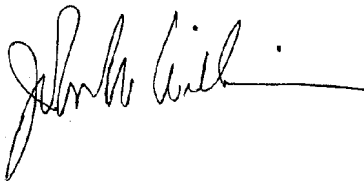
Farm Service Agency
Washington, DC 20250

Notice PM-2131

For: State Offices, County Offices with GS Employees, and APFO

PC-TARE Time and Attendance (T&A) and Pay Period (PP) 20 FY Changeover

Approved by: Acting Deputy Administrator, Management

**1 Overview****A****Purpose**

This notice provides information on preparing T&A's in the PC-TARE system for FY changeover.

B**Contact**

If there are questions about this notice, contact the appropriate office according to the following table.

Location	Contact
County Office GS Employees	State Offices
State Offices and APFO	Personnel Office, KCMO: <ul style="list-style-type: none">Carolyn Layden at 816-926-6709Myrna Highlander at 816-926-6184

Disposal

January 1, 2000

Distribution

State Offices; State Offices relay to applicable County Offices; and APFO

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2 Preparing PP 20 T&A's

A

Timekeeper Action

There is no special action necessary for PP 20 T&A's during the end of FY changeover, except for those cited in subparagraph B. NFC will automatically update all payroll records for the new FY accounting codes and allocate payroll costs between FY's.

Note: The "AC" code should remain "2", except for new or transferring employees.

B

Special Handling

If an employee is:

- on military leave during PP 20, a split T&A is required
- new or transferring in PP 20, special T&A preparation instructions are necessary.

For split T&A and other special instructions, contact either of the following:

- Carolyn Layden at 816-926-6709
 - Myrna Highlander at 816-926-6184.
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C

Action for Subsequent Pay Periods

Continue normal T&A processing until further notice. Information will be provided at a later date about the new T&A system and new accounting data for SSB.
